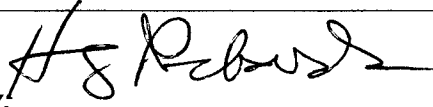


POLICY 230
RESIDENT ROOM STANDARDS

PAGE 1 of 4

Authorizing Sources: Chapter 71.09 RCW	Effective Date August 7, 1991 Re-issued April 17, 2006 Sunset Review April 17, 2008
Approving Authority:  2006	

PURPOSE

This policy sets requirements to promote cleanliness, safety, security, and a non-hostile living environment.

SCOPE

This policy relates to resident rooms at the Special Commitment Center (SCC) and the McNeil Island Secure Community Transition Facilities (SCTFs) in King and Pierce Counties.

DEFINITION

A **room inspection** is a detailed check, by SCC staff and/or by other SCC-approved authorities, of the condition of a resident's room and its contents to assure that the resident has only authorized property, that items in the room are stored and arranged in a safe and uncluttered manner, that fire safety and emergency access are maintained and the room meets fire safety standards, and that the room meets maintenance standards suitable for safe occupation.

POLICY

- I. General Expectations.
 - A. Room Inspections
 1. Rooms will be inspected routinely or for cause.
 2. Residents shall normally be informed at the time of the room inspection.
 3. A resident's ITP must be considered and may:
 - a. Require more frequent room inspections due to past behaviors,
 - b. Set individualized conditions, limitations or allowances, in accordance with the resident's treatment needs or assessed risk to safety or security.
 4. The resident may witness the inspection, but must remain outside the room. The resident must not interfere.
 5. Following an inspection, staff must inform the resident of any discrepancies or hazardous conditions and allow the resident time to make corrections according to the seriousness of the problem.
 6. Staff will remove or require the resident to remove and dispose of hazardous, spoiled, excessive or unauthorized items according to the appropriate policy or rule.
 - a. Staff must document the problem in the resident's clinical chart and, *if justified*, in

- a Behavior Management Report, with Incident Report if required.
 - b. When contraband or an item of value is removed, staff must note the removal on the search report and the resident will receive a copy of the report.
- B. Property.
- Residents may only have property that is authorized under SCC policy.
1. Written permission from the Superintendent or designee is required when a policy exception is allowed.
 2. A resident may not possess anything belonging to another resident.

II. STANDARDS FOR RESIDENT ROOMS.

A. Furniture and Fixtures

1. Residents may not use homemade shelving.
2. Residents may not purchase a mattress, storage locker, or metal file cabinet for their room, but must use only items provided by the SCC. Plastic file boxes may be approved for purchase.

B. Cleanliness & Clutter

1. The bed must be made, unless occupied; with bedding tucked in to allow a clear view of the area below the bed.
2. All surfaces (floors, walls, furniture, window ledges, storage containers, personal possessions, etc.) must be clean.
3. Food containers, cups, bowls, utensils and food-related items must be clean.
4. No leaking containers or odorous/soiled material is permitted within the room.
5. Soiled laundry must be stored in a laundry bag.

C. Postings and Open Display

1. Posters and other items must be displayed only on one wall within each resident's room, as designated by the Program Area Manager. Nothing may be posted on the inside/outside of the door.
2. To prevent a hostile work and living environment, no potentially offensive posting or display is permitted anywhere within an SCC facility, including resident rooms.

This includes any material which:

- Is sexually oriented, including pictures, printed matter or objects,
- Is a representation of the unclothed human figure,
- Promotes the glorification of illegal substances or alcohol,
- Promotes sexual deviance,
- Promotes sexual exploitation of children,
- Promotes violence,
- Promotes hostility towards members of a particular gender, sexual orientation, ethnicity, race, or religion or contains racial slurs, or declares supremacy of any race or racial organization over another.

D. Electronic equipment (see also policy 212, *Computers & Technical Devices*).

1. Electronic equipment must be placed under or on a desk. Equipment shall be kept intact (no opened cabinets, loose or disassembled components).
2. Radios, televisions, and audio equipment in resident's rooms must be equipped with headphones. Headphones and earphones may be attached to the equipment. Headphones must be used at night. During the day, headphones are not needed if volume is low enough not to disturb others.

E. Storage

1. General room storage
 - a. No items may be stored on top of the tall cabinets or on structural ledges.
 - b. Items on the floor must be under the desk or in the cabinets.
 - c. Tapes, CDs, and all such matter must be neatly stored.
2. Clothing, footwear, bedding and towels
 - a. Clothing may not be stored in plastic storage containers.
 - b. Clothing, sweatshirts, sweaters, sheets, washcloths, towels, and blankets must be neatly folded or hung up.
 - c. Shoes must be stored neatly.
3. Papers and writing materials
 - a. If not in use, paper, magazines, books, and periodicals must be stored neatly.
 - b. Magazines must be whole, with no pictures or pages removed.
 - c. Only five newspaper issues may be kept, neatly stored when not in use.
 - d. Only two legal storage boxes may be kept in the room. The boxes must be kept orderly and must contain only legal material.
4. Treatment materials
 - a. Any materials or devices provided to the resident for treatment purposes must be clearly marked as SCC issue.
 - b. A list of treatment materials, signed by the clinical staff who issued the material, must be kept in the resident's room and made available to SCC staff on request.
5. Hobby supplies
 - a. Hobby supplies must be kept in a single container with the current approved inventory sheet attached to the container or kept within the container.
 - b. Hobby supplies must be listed in a log, approved by the Program Services Manager or designee, kept on the resident's living unit.
6. Religious items
 - a. Religious items must be stored in a marked container.
 - b. Any written approvals from the SCC Chaplain must be kept in the container and made available to staff on request.
 - c. Container size and contents are regulated by the Master Property policy and Religious Items Matrix.
7. Food and food storage
 - a. All food items, cups and bowls must be neatly stored and kept clean.
 - b. Moldy and spoiled food must be disposed of.
 - c. Only one **open** beverage container is allowed.
 - d. No more than 28 **unopened** beverage containers are allowed (one case, plus 4 extra).
 - e. Candies and snack food must be kept to a reasonable amount.
 - f. No more than five unopened packages of each type of condiment (relish, catsup, mustard, mayonnaise) of sugar or of honey may be stored in the room. Opened packages must be used or discarded. Excessive amounts of sugar, honey, syrup or other sugar-containing sweeteners are contraband.

F. Safety and Security

1. Electrical outlets must be in working condition, with no evidence tampering.
2. Tampering with or disabling safety devices, including smoke alarms, is prohibited.
3. No more than one surge protector/multi-outlet cord may be used, and the routing must be safe. Extension cords and multi- or gang outlets are prohibited.
4. Electrical devices must be in good repair. Frayed, broken, or mechanically poor connectors, wires or electrical devices must be repaired or disposed of.

5. Wires, including speaker wires, must be neatly arranged, may not be strung on walls or overhead or under rugs. Wires must not present a risk of tripping or interfere with safe movement.
 6. The room entrance and floor must be free of items, including hanging items and room furniture, between door and bed so that an individual can enter the room and walk from the door to the bed without stepping over objects or moving furniture.
 7. The doorway and door window must be free of obstructions to vision (anything which blurs or blocks the view inside the room), except that an approved covering.
 8. The room light, window casement, air vents and speaker must be free of obstruction.
- II. Non-compliance.
- A. Residents must bring their rooms to compliance with standards of this policy.
1. Staff should assist by making cleaning materials and equipment available to the resident at appropriate times and by providing the resident guidance as necessary to bring the room into compliance.
 2. Where a safety problem is identified, that problem should be addressed immediately.
- B. Reporting.
1. Non-compliance with the room standards requires a Behavior Management Report. Generally, violations of resident room standards are Category 2 rules infractions. Interfering with a room inspection warrants a Behavior Management Report.
 2. See also policies for Contraband (401), personal and religious Resident Property List (231), and Hobby Program items (250).

PROCEDURES

SCC assigned staff shall:

1. *Obtain* name/names of residents whose rooms are to be inspected, through:
 - A list of names from the Residential Area Manager's Room Inspection Schedule, or
 - Directions from the RAM regarding a required special inspection of a resident room, or
 - Individual residents' ITPs specifying requirements for room inspections.
2. *Notify* resident when an inspection is required.
3. *Allow* the resident to be present outside the room unless the resident is uncooperative.
4. *Inspect* the resident's room based on the "Room Standards Inspection Check Sheet (back of the "Residential Room Standards Inspection" form).
5. *Require* the resident to provide any written authorizations for items that are considered exceptions to the policy.
6. *Note* and require that any unsafe or potentially unsafe conditions are corrected and note such on the "Residential Room Standards Inspection" form.
7. *Identify, seize, and document* disallowed or contraband items and note on the "Residential Room Standards Inspection" form.
8. *Complete* "Residential Room Standards Inspection" Check Sheet, note any required follow-up.
9. *Provide* a copy of the check sheet to the resident with any requirements for corrective action.
10. *Assist* the resident to obtain cleaning equipment and supplies necessary to correct room conditions or to prepare disallowed (not contraband) items to be sent to an outside party.
11. *Re-inspect* the room, as arranged.
12. *Chart* the event in the resident's file and the shift log.